

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Mexico City	2. AGENCY U.S. Department of State	3a. POSITION NO. A54-230
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes ☐ No **4 Positions**

4. REASON FOR SUBMISSION

- ☒ a. Reclassification of duties: This position replaces
 Position No. _____ (Title) FSN-105 (Series) FSN-7 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority H.R./Ciudad Juarez	Human Resources Administrative Assistant	FSN-6		
b. Other	FSN-105			
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Administrative Assistant	7. NAME OF EMPLOYEE _____
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8. OFFICE/SECTION Human Resources Office	a. First Subdivision Management Office
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b. Second Subdivision Human Resources Office U.S. Personnel	c. Third Subdivision _____
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9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Typed Name and Signature of Employee </div> <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Typed Name and Signature of Local Supervisor </div> <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Typed Name and Signature of American Supervisor </div> <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Typed Name and Signature of Human Resources Officer </div> <div style="border-top: 1px solid black; padding-top: 5px;"> _____ Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Supervisory Human Resources Officer, provides administrative support to the Human Resources office, and the American HR Officers. Works under the full direction and acts as the office manager ensuring smooth operation of the work and paper flow within an office that has a staff of three American Human Resources Officers, and coordinates the Embassy's locally employed staff.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

75% - Serves as the administrative assistant to the Human Resources Office, providing the full range of administrative support to the three American HR Officers and the entire HR Office. Duties includes answering phones

and taking messages, ordering office supplies and maintaining the supply level, ensuring that all equipment, such as printers, copier, scanner, fax machines, etc., are in proper working condition, dropping off and picking up mail for the office at least twice a day, setting up meeting schedules and reserving venues for meetings and conferences as necessary, escorting visitors, etc. Incumbent also keeps calendars for the HROs and the HR Office, updates HR and Consulate contact information, picks up folders from the HROs' Outboxes and distributes them accordingly for further action, and serves as the Travel Arranger for the HROs, the HR Staff and visitors for official travel. Incumbent maintains contact management database for the office, assists the HR Assistants with the preparation of organizational charts for HR and other offices as needed.

15% - Serves as the Duty Officer Program point of contact for the Embassy. Updates the duty materials, distributes materials to the new duty officer each week, and answers basic questions about the program. Maintains HR SharePoint site as required. Works on special projects as assigned.

10% - Maintains and prepares Time and Attendance records (3 FAM 2366,3310, 4 FAM 500) for the HR Section based on the guidance received from the Financial Management Center (FMC) and CGFS Charleston. Prepares all types of work orders for office maintenance. Makes travel and hotel reservations for HR Officers and official. Prepares schedules for visitors and assists with logistics during their visit. May be tasked with organizing, coordinating venues, and assisting with administrative aspects of official functions such as Mission Awards program, representational events or office luncheons, etc.

****Note:** this position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

High school diploma required.

b. Prior Work Experience

At least three years of secretarial, clerical/administrative experience required.

c. Post Entry Training

SharePoint training, Time-keeping training, E2 travel manager, and other on-the-job training as required.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV in English and IV in Spanish is required.

e. Job Knowledge

Knowledge of basic HR function required. Knowledge on the safe operation of various types of office equipment is required.

f. Skills and Abilities

Excellent interpersonal skills. Level II typing skills (40 wpm). Ability to work under pressure independently as well as part of working team. Outstanding organizational skills. Strong computer skills are essential. Ability to operate various types of office equipment, such as copier, scanner, fax machine, printers, computers, etc.

16. POSITION ELEMENTS

a. Supervision Received

Under direct supervision of the S/HRO.

b. Supervision Exercised

None.

c. Available Guidelines

General guidelines provided by the HROs.

d. Exercise of Judgment

Must exercise sound judgment in dealing with Human Resource Office clientele, dealing tactfully with all who seek Human Resources services. Also required to make judgments regarding which matters require the immediate attention of the Human Resources Officers.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

In the performance of assigned tasks, has contact with all levels of personnel in the Mission and with lower level outside contractors.

g. Time Expected to Reach Full Performance Level

Six months.